DoD Safe Helpline
Sexual Assault Support for the DoD Community

How to insert the Safe Helpline logo into email signature

To build awareness of the DoD Safe Helpline, many within DoD have incorporated the Safe Helpline logo into their email signature block, as seen in the sample below.

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To do the same in your email signature, please follow the steps below:

1. Download the Safe Helpline logo file at http://www.sapr.mil/index.php/safehelpline/additional.

2. Open the Safe Helpline logo file and "copy" the image by using the right click on your mouse.

3. Using right click again, "paste" the Safe Helpline logo image into a Word document.

4. Click on the corners of the logo image and drag corners to resize it to the exact dimensions you would like it to appear in your email signature.

5. Using right click, "cut" the logo image from the Word document.

6. Using right click again, "paste" the logo in the email signature section following instructions for editing your email signature (go to Microsoft Outlook Help at http://office.microsoft.com/en-us/outlook and choose your software version for specific instructions).

Problems?
If you are experiencing any problems, please contact us by:
- Clicking on the information button at http://www.sapr.mil/index.php/safehelpline
- Calling or emailing Michelle Bacon at (703) 526-6187 (bacon_michelle@bah.com)

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